

DR 690-1-532

DEPARTMENT OF THE ARMY  
ST. LOUIS DISTRICT, CORPS OF ENGINEERS  
210 TUCKER BLVD, NORTH  
ST. LOUIS, MISSOURI 63101

LMSPO-P/S

Regulation  
No. 690-1-532

1 October 1983

Civilian Personnel  
WAGE ADMINISTRATION - FEDERAL WAGE SYSTEM EMPLOYEES

Supervisors should file this Regulation under Section V  
of the Supervisors Handbook

1. PURPOSE. To outline procedures for the administration of Regular Wage Grade Rate Schedules for positions paid on an hourly basis under the Federal Wage System which are exempt from the General Schedule.

2. APPLICABILITY. This regulation applies to all organizational elements in the District in which Wage Grade employees are employed and covered by regular pay schedules.

3. REFERENCES.

a. Federal Personnel Manual Supplement 532-1, 14 Apr 80.

b. District Pamphlet 690-1-304, 19 Jan 83.

4. FULL-SCALE AND WAGE-CHANGE SURVEYS.

a. Full-scale wage surveys and wage-change surveys are conducted in specified geographical wage areas in accordance with regulatory controls to determine the levels of wages paid by private enterprise establishments for representative key jobs common to both industry and Government. Full-scale and wage-change surveys are conducted in alternate years.

(1) Full-scale surveys involve visits to establishments in the survey area to match establishment jobs with survey jobs and to obtain information concerning wage rates and related pay and employment data.

(2) Wage-change survey information is usually collected by telephone but may be collected by mail or personal visit, when necessary. The purpose of the wage-change survey is to update the

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findings of the preceding full-scale survey. These data form the basis for establishing Regular Pay Schedules.

5. REGULAR AND SPECIAL PAY SCHEDULES. Wage Rate schedules are fixed for all wage grade employees are authorized by the Department of Defense Wage Fixing Authority, Washington, DC. The following wage rate schedules are authorized for application to the wage grade jobs in this District, and cover hourly rates in four wage areas, namely the St. Louis, Missouri, wage area, the Champaign-Urbana, Illinois Wage Area (applicable to WG positions at Shelbyville, Illinois), the Southern Missouri Wage Area (applicable to WG positions at Wappapello Lake Mgmt. Office) and the Southwest Power Rate Schedule (applicable to WG positions at Cannon Dam Power House).

<u>Type</u>	<u>Symbol</u>	<u>Grades</u>
Non-supervisory	WG-WY-XP	1 - 15
Leader	WL-WO-XL	1 - 15
Supervisory	WS-WA-XS	1 - 19

6. JOB EVALUATION. The grades of positions in the above three categories are established in accordance with Office of Personnel Management Job Grading Standards and Department of the Army Evaluation Standards, as applicable. Southwest Power Rate Schedule positions are graded by position title at DOD Wage Fixing Authority and have no step increases.

#### 7. STEP RATES.

a. Non-supervisory, Leader, and Supervisory rates are established at four percent (4%) increments with the second step representing 100 percent (100%) of the prevailing rate.

b. All Federal Wage System employees are usually hired at the first rate of the appropriate grade. If an applicant possesses special qualifications for the position being filled, request to hire at the second rate of the grade may be submitted to the Personnel Office.

c. With satisfactory work performance, Federal Wage System employees advance automatically to the next higher rate after completion of the required creditable service listed below. Non-Pay or LWOP status during the waiting period not in excess of that listed below is considered creditable for advancement to the next step rate. Excess non-pay or LWOP must be made up.

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<u>From Rate</u>	<u>To Rate</u>	<u>After Creditable Service of</u>	<u>Creditable Non-Pay Status During Period</u>
		WA, WO      WY WS, WL and WG	
1	2	26 weeks	1 work week
2	3	78 weeks	3 work weeks
3	4	104 weeks	4 work weeks
4	5	104 weeks	4 work weeks

d. A within-grade increase will be processed automatically by the Personnel Office, effective as of the beginning of the first pay period following completion of the prescribed waiting period, unless the supervisor takes the initiative to postpone it. Requests for postponement will be forwarded to PO-M, in writing, stating the reasons for postponement, e.g., failure to achieve or maintain satisfactory performance; a conduct record or a single infraction of sufficient seriousness to warrant severe disciplinary action. An employee whose within-grade increase is postponed will be considered again at intervals of four weeks.

#### 8. CHANGES.

a. Promotion. Upon promotion, an employee is entitled to be paid the lowest scheduled rate of the grade which exceeds the existing rate of pay by no less than 4% of the representative rate of the grade from which promoted. If there is no rate in the higher grade which is at least 4% above the representative rate the employee will receive the maximum scheduled rate of the higher grade or his or her existing rate of pay if that rate is the higher.

#### b. Change to Lower Grade.

(1) When an employee is changed to lower grade and is not entitled to pay retention, the pay will be fixed in accordance with St. Louis District Pay Fixing Policy, DP 690-1-550.

(2) An employee changed to lower grade is entitled to pay retention computed in accordance with FPM Supplement 532-1, provided on the effected date of the change:

(a) Employee holds a career-conditional, or appointment of equivalent tenure in the excepted service.

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(b) Employee is not being changed to lower grade for personal cause at his/her own request; due to reduction-in-force due to lack of funds or curtailment of work; or because the change to lower grade was a condition of a temporary promotion.

AND

(c) Employee has served for two continuous years immediately before the change to lower grade in the same agency and served: 1 in one or more positions under the same pay system for which the grade or rate is as high or higher than the one from which demoted; or 2 in one or more grades or positions for which the representative rate during the 2-year period was greater than the representative rate (as adjusted during the 2-year period) in the grade of the applicable wage schedule to which demoted.

9. NIGHT SHIFT DIFFERENTIAL.

a. A prevailing rate employee is entitled to pay at the scheduled rate plus a differential of seven and one-half percent of the scheduled rate for regularly scheduled non-overtime work when a majority of the work hours occur between 3 p.m. and midnight; or ten percent of his scheduled rate if the majority of work hours occur between 11 p.m. and 8 a.m.

b. Night shift rates will apply for payment of annual and sick leave (including lump sum annual, sick maternity and sick disability). Shift rates also apply to military, court, holiday and excused absence leave.

c. Each on-duty period of split shifts for floating plant employees will be considered as a single period of work for night shift differential purposes. For example, when the majority of a 4 hour no overtime scheduled on-duty period falls between 3 p.m. and midnight or 11 p.m. to 8 a.m., the entire on-duty period will be paid at the appropriate night shift differential rate. There is no authority to permit a splitting of night shift differentials. Meal breaks of one hour or less that occur when a night shift differential is authorized should be included for purposes of determining an employee's entitlement to a night shift differential. Thus, when an employee works from 11:30 a.m. to 8 p.m. with a meal break from 3:30 p.m. to 4:00 p.m., the 30 minute break is included to determine that a majority of hours work occur during the second shift and a 7-1/2% differential would be payable for the entire shift. When a majority of hours fall within a period eligible for shift differential, but no majority occurs within either shift differential period, the employee will be entitled to the lower differential.

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d. Current procedures for identifying the shift assigned on the time and attendance reports will continue in effect.

10. OVERTIME ENTITLEMENT. The Fair Labor Standards Act (FLSA) does not change anything on overtime entitlement with respect to "exempt" employees; however, "nonexempt employees" for overtime entitlements are covered under two laws - FLSA and Title 5 of the U.S. Code. The employee shall be compensated under whichever law provides the greater benefit. See DP 690-1-551 (para 8) for overtime computations under both laws.

11. PAY FOR OVERTIME. Except as specifically authorized in a. and b. below, a wage grade employee must be paid for overtime work computed at the rate of basic pay. Overtime compensation for employees regularly working night shifts will be computed on the night rate, even though the hours of overtime may extend into or fall within a day shift.

a. Overtime pay for an employee having a regularly rotating tour of duty which includes all three shifts is computed on the rate of the employee's regularly scheduled shift in effect for the calendar day on which the overtime work is performed. When the overtime work is performed on a non-workday, overtime pay is computed on the average rate of basic pay for all regularly scheduled shift worked by the employee during the basic work week.

b. Split shift employees, such as those with a daily schedule of 8 a.m. to 12 noon and 8 p.m. to midnight, will be paid overtime as follows:

(1) If the employee worked 2 hours overtime, 12 noon to 2 p.m., the overtime would be paid at the day rate.

(2) If the employee worked 2 hours overtime, 12 midnight to 2 a.m., the overtime would be paid at the second shift rate.

(3) If the employee worked 2 hours overtime, 12 midnight to 2 p.m. and was LWOP or AWOL from 10 p.m. to midnight, he/she would be paid 6 hours at the day rate and 2 hours at the second shift rate.

(4) If the employee worked on a non-workday, he/she would be paid overtime based on the last previous scheduled shift.

12. PAY FOR SUNDAY WORK. A wage grade employee whose regular work schedule includes an 8-hour period of service a part of which is on Sunday, is entitled to additional pay at the rate of 25 percent of his hourly rate of basic pay for each hour performed during that 8-hour period of service. A regular work schedule is one that has been

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established at least two weeks in advance. An employee who works more than eight hours on a Sunday does not receive the Sunday premium for hours in excess of eight hours. (For example, an employee whose regular work schedule includes a 10-hour period of service on Sunday is entitled to eight hours Sunday premium pay and two hours of overtime pay at the same rate as for overtime work performed on another day.)

### 13. PAY FOR HOLIDAYS.

a. An employee having a regular tour of duty and serving under an appointment not limited to 90 days or less, or has been currently employed for a continuous period of 90 days, who is excused from work because of a holiday is entitled to the same rate of pay for that day as if he/she had worked.

b. An employee who is entitled to holiday premium pay and who performs work on a holiday is entitled to the rate of basic pay plus premium pay at a rate equal to the rate of basic pay for that holiday work which is not in excess of eight hours, or overtime work.

c. An employee is entitled to pay for overtime work performed on a holiday at the same rate as for overtime on other workdays.

d. An employee who is entitled to holiday premium pay and who is required to report for work on a holiday is entitled to at least two hours of holiday pay whether or not work is actually performed.

### 14. RELATION OF HOLIDAY PREMIUM PAY TO OVERTIME, NIGHT AND SUNDAY PAY.

a. Premium pay for holiday work is in addition to overtime pay, night shift differential, or premium pay for Sunday work, and is not included in the rate of pay used to compute the overtime pay, night shift differential, or premium pay for Sunday work.

b. Even though an employee receives premium pay for holiday work, the number of hours of the regularly scheduled basic work week occurring on a holiday are included in determining for overtime pay purposes the total number of hours of work performed in the administrative work week in which the holiday occurs.

c. The hours within his basic work week for which an employee is excused from duty because of a holiday are counted as hours of work in computing overtime pay.


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## 15. COLLECTIVE BARGAINING AGREEMENTS.

Any provision(s) of this regulation in conflict with collective bargaining agreements negotiated with labor unions representing employees of this District will be superseded by those agreements unless such provision(s) of this regulation and their enforcement are required by Law; or regulations, published policies, or directives of appropriate authorities.

FOR THE COMMANDER:



JOHN O. HUETSCH  
Executive Assistant

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